

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: INTERPRETER T&D COORDINATOR

POSITION LOCATION: Statewide

POSITION REPORTS TO: Director, TAS

POSITION SUPERVISES: Interpreter Trainers

POSITION GOAL: To serve as the agency's liaison on matters related to the provision of educational interpreting services and real-time captioning services; to coordinate educational interpreter training activities statewide.

QUALIFICATIONS:

- Bachelors degree in education, deafness, interpreting or a related field
- Certified or certifiable by the Registry of Interpreters for the Deaf or other recognized body as an Interpreter, IQAS Intermediate level or equivalent
- Certified or certifiable by the Arizona Department of Education as a teacher OR evidence of five years experience as an educational interpreter or interpreter trainer
- Independent and reliable means of transportation

PREFERRED QUALIFICATIONS:

- Certification by RID as CI/CT
- Experience working in the K-12 public school setting
- Supervisory experience

GENERAL DUTIES:

- Develops supportive relationships with other state agencies, interpreter training programs, interpreting service providers, and others on matters pertaining to educational interpreting and real-time captioning
- Coordinates professional development activities to improve educational interpreting and real-time captioning services; identifies and secures internal and external resources to provide training; coordinates closely with regional directors, principals, public school personnel, and others
- Assists employees who are provide or coordinate educational interpreting or real-time captioning services to increase their skills
- Supervises assigned staff, evaluates technical competencies and overall job performance of assigned staff
- Provides technical assistance on the appropriate use of interpreting services or real-time captioning services within the educational setting; develops and implements in-service activities for the general education staff, parents, and students
- Provides educational interpreting services

- Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the supervisor

SPECIAL REQUIREMENTS AND CONDITIONS:

Some overnight travel may be required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the role and responsibilities of the educational interpreter working in the K -12 setting; of the similarities and differences between interpreting in a K -12 educational setting and other settings; of the requirements of the RID, NAD, and other agencies for licensure or rating of educational interpreters; of federal and state requirements related to the provision of educational interpreting; of the IEP process; of the languages and modes of communication used in educational interpreting; of the RID Code of Ethics; of the role of the interpreter in the K -12 educational setting; of the role of teachers and others working in an educational setting.
- Skills written and oral communication with a variety of audiences, including representatives of the Department of Education and other state agencies, administrators and teachers, coordinators of interpreter training programs, interpreters including educational interpreters, parents, students, and others.
- Ability to collaboratively with others internal and external to the agency; to work independently, using good judgment.